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time and attendance clerk in the OSA Personnel Branch will certify as to the correctness of the report in box "A".

3. You are once again reminded that Time and Attendance cards should be completed and returned by the respective components to the OSA Personnel Branch NOT LATER THAN 1500 HOURS on the last Friday of each pay period.

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Chief, Support Division
OSA

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Handwritten: BPP, P.T., 158

OFFICE OF SPECIAL ACTIVITIES
HQ NOTICE NO. 300-54

ADMINISTRATION
20 MAY 1964

SATURDAY MORNING DUTY OFFICER

Due to the relocation of the Assistant Director's Office, the Saturday Morning Duty Officer and Secretary will occupy the Secretaries' Desks in the Assistant Director's Office, Room 6B13. The telephone extensions for the Duty Officer will be 6423 and Red Line 1224.

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Chief, Support Division
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OFFICE OF SPECIAL ACTIVITIES
HQ NOTICE NO. 300-57

ADMINISTRATION
25 JUNE 1964

COURIER SERVICE

Effective 25 June courier service between the OSA Cable Secretariat/Registry and major components of OSA will be established on a scheduled basis. Cable traffic, dispatches and other correspondence will be delivered and picked-up at 0815, 1030, 1200, 1400 and 1600 hours on regular work days.

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Chief, Support Division
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Handwritten signature/initials

OFFICE OF SPECIAL ACTIVITIES
OSA Hqs. Notice No. 300-61

ADMINISTRATION
12 October 1964

OFFICE OF FINANCE REORGANIZATION

1. The office of Finance has recently moved from the Headquarters Building and simultaneously underwent a reorganization consolidating what was once known as Fiscal Division and the Confidential Funds Division.

2. It has been called to our attention that correspondence and other communications are being directed to the former components and locations which is causing some delay and confusion in processing of financial transactions.

3. There is attached a listing of the present components of the Office of Finance reflecting the current mailing addresses, telephone extensions and major functions of each component.

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OFFICE OF SPECIAL ACTIVITIES
OSA HQS. NOTICE NO. 300-65

ADMINISTRATION
27 JANUARY 1965

INSPECTOR GENERAL'S REVIEW OF CERTAIN OSA ACTIVITIES

1. At the request of the DDCI, the Office of the Inspector General, CIA, will conduct a review of certain OSA activities commencing 28 January and continuing for a period of about ten days.

25X1A 2. The review will primarily center around details concerning the loss of Mission C-025-C and pre-mission operational planning procedures and will be conducted by [REDACTED] and [REDACTED], both of whom are members of the Inspector General's Staff and are cleared for all OSA activities.

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3. It is requested that all Division and Staff Chiefs, or their Deputies, be available at all times during normal working hours to render whatever assistance is required during this review.

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25X1A 4. We have designated [REDACTED] as the focal point for support to [REDACTED]. He will serve as the Liaison Officer between OSA personnel and the Inspector General's representatives.

5. Supervisors are asked to limit the knowledge of the Inspector General's review to those essential to its conduct and to impress those who know with a need for not discussing it unnecessarily.

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[REDACTED]
JAMES A. CUNNINGHAM, JR.
Deputy Assistant Director
(Special Activities)

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GROUP 1
Excluded from automatic
downgrading and
declassification

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OFFICE OF SPECIAL ACTIVITIES
HQS. NOTICE NO. 300-69

ADMINISTRATION
19 AUGUST 1965

Handwritten initials: JS, etto, JB

CONTROL OF OSA BRIEFING MATERIALS

In a recent instance, apparently through a misunderstanding, certain OSA owned briefing boards were released to an element outside OSA. I wish to remind all OSA personnel that no such briefing materials are to be released in the future without prior reference to my immediate office. In this same context, briefings for elements external to OSA will not be scheduled without my prior approval.

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JACK C. LEDFORD
Brigadier General, USAF
Director of Special Activities

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ADMINISTRATION
16 JUNE 1966

OFFICE OF SPECIAL ACTIVITIES
OSA NOTICE NO. 1-5-17

ORGANIZATION - OFFICE OF SPECIAL ACTIVITIES

Effective 17 June 1966, [REDACTED] is 25X1A
designated Comptroller for the Office of Special Activities.

[REDACTED]
JACK C. LEDFORD
Brigadier General, USAF
Director of Special Activities

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